

Quick Reference Guide

Left Before Initial Assessment or Treatment Completed
Depart No Action taken)



Document Call response on the UEC dashboard as required.
If patient doesn't respond, follow current SOP process prior
to completing the Depart-No action taken form.

Ensure documentation is updated - for Admin staff follow QRG
for ED Admin case note, for Clinical staff follow QRG for ED
case notes.

1

From the **Patient list**, double click on the patient's name.


2

This takes you to their **Patient Detail** page. From here, select
Patient admin from the subheadings.

3

Select **Depart from ED** on the left side.

4

Ensure you have the correct form.
use the  drop-down arrow from the heading to select **Depart – No
Action taken** depart form.

5

Fill in the form and select **Depart** at the bottom of the form.